

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

- ➔ 1. **District Number, Current Enrollment must be numeric, in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the District Number, Current Enrollment and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

2. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rules would cause their rejection. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012346579X

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the School Number, Current Enrollment and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75, or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

**Note:** For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

## **STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES**

- 4. Survey Period Code must be 2, 3 or 5 and must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "1". All updates, adds or deletes with this inconsistency would be rejected.

### **DISTRICT RESPONSIBILITY**

The district must correct Survey Period Code either on the records coming in or the Transmission JCL and all records must be submitted.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

### **DISTRICT RESPONSIBILITY**

The district must correct the School Year either on the records coming in or the transmission JCL and resubmit all the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

6. The Disciplinary/Referral Action Code must be alphabetic and must be C, E, F, H, I, L, M, O, P, R, S or U. -record rejected-

### EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first two records below would be rejected because the Disciplinary/Referral Action code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/Referral Action Code
* 40	401234567X	B
* 40	401234568X	W
40	401234569X	C

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the Disciplinary/Referral Action Code and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

7. Each Student Discipline/Referral Action record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Disciplinary/Referral Action Code; School Number, Where Discipline/Referral Action Occurred; Incident, Identifier; Incident Date; Survey Period Code and School Year. -first record accepted, all other duplicate records rejected-

### EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively (same District Number, Current Enrollment; Student Number Identifier, Florida; Disciplinary/Referral Action Code; School Number, Where Discipline/Referral Action Occurred; Incident, Identifier; Incident, Date; Survey Period Code; and School Year).

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/Referral Action Code	Survey period Code	School Number Where Discipline Referral Action Occurred	School Year	Incident, Identifier	Incident, Date
02	0212345675X	C	5	0211	****	A0012345	02212002
* 02	0212345675X	C	5	0211	****	A0012345	02212002
02	0212345677X	O	5	0211	****	C2345678	05012002
02	0212345678X	I	5	0211	****	D9876543	05062002
* 02	0212345678X	I	5	0211	****	D9876543	05062002

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

## **STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES**

**8. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After the original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

### **DISTRICT RESPONSIBILITY**

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the Transaction Code and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

9. Incident, Identifier must be alphanumeric, may not be zero, and must not contain blanks. -record rejected-

### EXAMPLE

The first two records listed below would be rejected. The first record would be rejected because the Incident, Identifier code is all zeroes. The second record would be rejected because the Incident, Identifier code contains leading blanks. The third record would be loaded to the data base assuming no other edit caused it to be rejected.

District Number, Current Enrollment	Student Number, Identifier, Florida	Incident, Identifier
*01	123456789X	00000000
*01	123456788X	46
01	123456787X	00000045

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Incident, Identifier and resubmit the records.



## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

10. Incident, Date must be numeric, must be a valid date, in the range of 07/01/\*\*\*\* to 08/31/\*\*\*\* and not greater than the last day of the survey period.  
-record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Date is greater than the last day of the survey period. The third record would be rejected because Incident, Date is not a valid date.

District Number, Current Enrollment	Survey Period Code	School Number, Where Incident Occurred	Incident, Identifier	Incident, Date
01	03	0271	A0000001	0122****
* 01	03	0271	X0000002	0308****
* 01	03	0271	D0000003	0230****

\*\*\*\* = Valid year for data submission.

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Incident, Date and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

11. The Duration, Disciplinary Action must be a three digit numeric code indicating length of disciplinary action. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Duration, Disciplinary Action is not a valid code.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Duration, Disciplinary Action
01	0271	012345678X	008
01	0271	123456789X	001
* 01	0271	112233445X	C01

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Suspension code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

### 13. Student, Involved in Hate Crime code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Involved in Hate Crime code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Involved in Hate Crime
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Involved in Hate Crime code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

### 14. Student, Use of Alcohol code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Use of Alcohol code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Use of Alcohol
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Use of Alcohol code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

### 15. Student, Use of Drugs code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Use of Drugs code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Use of Drugs
01	0271	A0000001	Y
01	0271	B0000002	N
* 01	0271	C0000003	Z

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Use of Drugs code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

### 16. Student, Weapon Use code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Weapon Use code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Weapon Use
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Weapon Use code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

17. If the Disciplinary/Referral Action code is C, then Duration, Disciplinary Action must be zero. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than zero.

District Number, Current Enrollment	Student Number Identifier,Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	C	000
*36	22345678X	C	010
36	47654321X	E	090

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Disciplinary Action or the Disciplinary/Referral Action Code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

18. If the Disciplinary/Referral Action code is O, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 10.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	O	008
*36	22345678X	O	020
36	47654321X	O	010

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Disciplinary Action or the Disciplinary/Referral Action Code and resubmit the record.



## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

19. If the Disciplinary/Referral Action code is I, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 10.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	I	004
*36	22345678X	I	012
36	47654321X	I	010

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Disciplinary Action or the Disciplinary/Referral Action Code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

20. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active school number in the district of enrollment. -record rejected-

### EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid and active on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0351	012345678X

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the School Number, Current Enrollment and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

21. The School Number, Where Discipline/Referral Action Occurred must exist on the Master School Identification File as a valid active school number in the district of enrollment. -record rejected-

### EXAMPLE

The record listed below would be rejected because the school number (last four positions of Disciplinary/Referral Action Code) is not valid and active on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	Student Number, Identifier, Florida	School Number, Where Disciplinary/Referral Action Occurred
* 40	401234567X	0112

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the School Number, Where Disciplinary/Referral Action Occurred and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

22. If the Disciplinary/Referral Action code is S, the Duration, Disciplinary Action must be equal to or greater than zero and less than or equal to 90. –reject record-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is not equal to or great than zero and less than or equal to 90.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	S	004
* 36	22345678X	S	Blank
36	47654321X	S	012

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Disciplinary Action or the Disciplinary/Referral Action Code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

23. Birth Date must be numeric and a valid date in the format MMDDYYYY.  
-record rejected-

### EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric; the second record would be rejected because Birth Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345678X	2	****	ZZZZZZZZ
* 012345679X	2	****	02301985

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Birth Date and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

### 24. Gender code must be M or F. -record rejected-

#### EXAMPLE

The records listed below would be rejected. The first record would be rejected because the gender code is not M or F. The second record would be rejected because gender code was left blank.



Student Number Identifier, Florida	Gender
* 012345678X	Z
* 012345679X	

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the gender code and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

Deleted edit 25 for fiscal year 2010-11.

- ➔ 25. ~~Edit deleted 7/1/10. Racial/Ethnic Category code must be W, B, H, A, I or M.  
-record rejected-~~

### ~~EXAMPLE~~

~~The records listed below would be rejected. The first record would be rejected because the Racial/Ethnic Category code is not valid. The second record would be rejected because the Racial/Ethnic Category code was left blank.~~

<del>Student Number Identifier, Florida</del>	<del>Gender</del>	<del>Racial/Ethnic Category</del>
<del>* 012345678X</del>	<del>M</del>	<del>Z</del>
<del>* 012345679X</del>	<del>F</del>	

### ~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Racial/Ethnic Category code and resubmit the records.~~

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

26. English Language Learners, PK-12 code must be LY, LF, LP, LZ, or ZZ.  
-record rejected-

### EXAMPLE

The records listed below would be rejected. The first record would be rejected because the English Language Learners, PK-12 code is not valid. The second record would be rejected because the English Language Learners, PK-12 code was left blank.

Student Number Identifier, Florida	English Language Learners, PK-12
* 012345678X	00
* 012345679X	

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners, PK-12 codes and resubmit the records.



## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

### 27. Lunch Status Must be 0, 1, 2, 3 or 4. -record rejected-

#### EXAMPLE

Both records listed below would be rejected because the Lunch Status codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Lunch Status
* 01	012345678X	2	5
* 01	012345679X	2	F

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Lunch Status codes and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

28. Birth Date must be less than or equal to the survey date. -record rejected-

### EXAMPLE

If the survey week for the records listed below were October 8-12, 2002, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345677X	2	****	11042002
124356788X	2	****	03121991
123547279X	2	****	08111992

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Birth Date and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

29. If Survey Period Code = 2 or 3, Grade Level code must be PK, KG or 01-12. If Survey Period Code = 5, Grade Level code must be PK, KG or 01-12. -record rejected-

### EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Grade Level code is invalid. The second record would be rejected because the Grade Level code was left blank.

Student Number Identifier, Florida	Grade Level
* 012345678X	K
* 012345679X	

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level codes and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

**2A. If the Disciplinary/Referral Action code is U, the Duration, Disciplinary Action must be greater than zero and less than or equal to 45. –reject record-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 45.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	U	010
* 36	22345678X	U	050
36	32345678X	U	045

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Disciplinary Action or the Disciplinary/Referral Action Code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

2B. There must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 2 and 3, age will be determined as of Date Certain of the survey period. For Survey Period 5, age will be determined as of June 30.

Grade Level	Age
PK-----	not equal to 9+
KG -----	not equal to 0-3, 11+
1 -----	not equal to 0-4, 12+
2 -----	not equal to 0-4, 13+
3 -----	not equal to 0-4, 14+
4 -----	not equal to 0-4, 15+
5 -----	not equal to 0-4, 16+
6 -----	not equal to 0-4, 18+
7 -----	not equal to 0-4, 19+
8 -----	not equal to 0-4, 20+
9 -----	not equal to 0-4
10 -----	not equal to 0-4
11 -----	not equal to 0-4
12 -----	not equal to 0-4

–record rejected–

### EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the student's Birth Date.

Student Number Identifier, Florida	Year	Grade Level	Birth Date
* 123456788X	0405	02	02021990
123456786X	0405	08	05051988
123456785X	0405	PK	12022003
* 123456789X	0405	12	08172000

## **STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES**

### **DISTRICT RESPONSIBILITY**

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the students' Grade Level or Birth Date and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

**2C. If the Disciplinary/Referral Action code is H, then Duration, Disciplinary Action must be greater than zero and less than or equal to 90. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Duration, Disciplinary Action is equal to 0 or greater than 90.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	123456789X	H	008
*36	223456789X	H	000
*36	476543219X	H	103

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Duration, Disciplinary Action element or Disciplinary/Referral Action code and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

**2D. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-**

### EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@).


District Number, Current Enrollment	Student Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.



## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

 2F. School Number, Where Discipline/Referral Action Occurred must be numeric and a valid school number in the range 0001 to 9899, excluding 9001. -record rejected-

### EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first two records below would be rejected because the School Number, Where Discipline/Referral Action Occurred is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Where Discipline/Referral Action Occurred
* 40	401234567X	C201
* 40	401234568X	9999
40	401234569X	0021

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the School Number, Where Discipline/Referral Action Occurred and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

### 2G. Student, Involved in Bullying must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Student, Involved in Bullying is not a valid code.

District Number, Current Enrollment	School Number, Current Enrollment	Incident, Identifier	Student, Involved in Bullying
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Involved in Bullying code and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

 **2H. School Number, Where Incident Occurred must be numeric in the range 0001 – 9899. -record rejected-**

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Where Incident Occurred is not numeric.

District Number, Current Enrollment	School Number, Where Incident Occurred	Student Number, Identifier, Florida
01	0271	401234567X
01	0271	401234568X
* 01	9999	401234569X
* 01	C901	401234561X

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Where Incident Occurred and resubmit the records.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

2I. School Number, Where Incident Occurred must exist on the Master School Identification File as a valid active school in the District Number, Current Enrollment, excluding 3518. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not a valid active school number for the district.

District Number, Current Enrollment	School Number, Where Incident Occurred	Student Number, Identifier, Florida
01	0271	401234567X
01	0271	401234568X
* 01	0062	401234569X

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Where Incident Occurred and resubmit the record.

## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

31. For surveys 2 and 3, each Student Discipline/Referral Action record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. For survey 5, each Student Discipline/Referral Action record must have a matching Student Demographic and Student End of Year Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. -state validation 3-

### EXAMPLE

The first two records below would not pass this edit because they do not have matching Student Demographic records. The third record below would pass this edit because there is a matching Student Demographic Information record.

#### *Student Discipline/Referral Action*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
* 01	012345678X	5	****
* 01	012345692X	2	****
01	012384567X	2	****

#### *Student Demographic Information*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012384567X	2	****

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action records or add matching Student Demographic Information records .

## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

33. If the Student, Use of Drugs code is Y, then the Drug Description code on the matching Student Environmental Safety Incident Report (SESIR) format must be M or O. The records match is done using the District Number, Current Enrollment on the Student Discipline/Referral Action format matched to the District Number, Reporting District on the SESIR format; along with matching School Year, Survey Period Code and Incident, Identifier. –validation report-

### EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Drug Description code is incorrect for the Student, Use of Drugs code reported.

#### *Student Discipline/Referral Action Records*

District Number, Current Enrollment	Student Number, Identifier Florida	Incident, Identifier	Student, Use of, Drugs
36	12345678X	0000001	Y
* 36	22345678X	0000002	Y
36	47654321X	0000003	Y

#### *School Environmental Safety Incident Report (SESIR) Records*

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Drug Description
36	0271	00000001	M
* 36	0271	00000002	Z
36	0271	00000003	M

### DISTRICT RESPONSIBILITY

The district should review the Student, Use of Drugs code and the Drug Description code and correct the code that is in error.

## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

34. If Incident, Weapon-Related code on the School Environmental Safety Incident Report is 1, 2, 3 or 4, then Student, Weapon Use may be Y or N. If Incident, Weapon-Related code is N, then Student, Weapon Use code must be N.

The records should match on District Number, Current Enrollment on the Student Discipline Referral Action record and District Number, Reporting District on the School Environmental Safety Incident Report record; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation-

### EXAMPLE

The first two records below would pass the edit above. The third record below would fail the edit because the Incident, Weapon-Related code is N and the Incident, Student, Weapon Use is coded Y.

#### *Student Discipline Referral Action Records*

District Number, Current Enrollment	Incident, Identifier	Incident, Date	Student Weapon, Use
01	C0000121	1211****	N
01	C0000122	1106****	Y
*01	C0000123	1022****	Y

#### *School Environmental Safety Incident Report Records*

District Number, Reporting District	Incident, Identifier	Incident, Date	Incident, Weapon-Related
01	C0000121	1211****	1
01	C0000122	1106****	2
* 01	C0000123	1022****	N

\*\*\*\* represents a valid year for the data.

### DISTRICT RESPONSIBILITY

The district must review the Student, Weapon Use and Incident, Weapon-Related codes and correct the one that is in error by submitting a change to the incorrect record.

## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

35. If Survey = 2 or 3 and if the Disciplinary/Referral Action code is E, then Withdrawal Code, PK-12 on at least one Prior School Status/Student Attendance (PSS/SA) record must = W21. If Survey = 5 and if the Disciplinary/Referral Action code is E, then the Withdrawal Code, PK-12 on at least one PSS/SA record must = W21.

The records should be matched on the following items: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year –state validation-

### EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Disciplinary/Referral Action Code = E, the Survey Period = 5, but the Withdrawal Code, PK-12 does not equal W21.

#### *Student Discipline/Referral Action*

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Survey Period
36	123456789X	E	5
* 36	223456780X	E	5

#### *Prior School Status/Student Attendance*

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Code, PK-12	Survey Period
36	123456789X	W21	5
* 36	223456780X	W3A	5

### DISTRICT RESPONSIBILITY

The district should review the Disciplinary/Referral Action code and the Withdrawal Code, PK-12 and correct the code that is in error.



## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

36. If the Disciplinary/Referral Action code is E, then there must not be a matching Exceptional Student record unless the Exceptionality, Primary = L (Gifted) and Exceptionality, Other = Z. The match should be done on District Number, Current Enrollment; Survey Period Code; School Year matched to Year and Student Number Identifier, Florida. – state validation-

### EXAMPLE

The first record listed below would pass the edit above. The second record would cause a message to be generated because the Disciplinary/Referral Action Code = E and the student is a student with a disability (exceptionality code other than L).

#### *Student Discipline/Referral Action Records*

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Survey Period
36	123456789X	E	5
* 36	223456780X	E	5

#### *Exceptional Student Records*

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other	Survey Period Code
36	123456789X	L	Z	5
* 36	223456780X	J	L	5

### DISTRICT RESPONSIBILITY

The district should review the Disciplinary/Referral Action code, the Exceptionality, Primary and the Exceptionality, Other and correct the code that is in error.

## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

37. If Student, Weapon Use on the Student Discipline Referral Action format = Y, then Weapon, Description on the School Environmental Safety Incident Report format must not = Z.

The records should match on District Number, Current Enrollment on the Student Discipline Referral Action record and District Number, Reporting District on the School Environmental Safety Incident Report record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation-

### EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because Student, Weapon Use is coded Y and the matching School Environmental Safety Incident Report record Weapon, Description code is Z.

#### *Student Discipline Referral Action Records*

District Number, Current Enrollment	School Number Where Discipline/Referral Action Occurred	Incident, Identifier	Incident, Date	Student Weapon, Use
01	0021	0121	1211****	Y
* 01	0021	0121	1022****	Y

#### *School Environmental Safety Incident Report Records*

District Number, Current Enrollment	School Number Where Incident Occurred	Incident, Identifier	Incident, Date	Weapon, Description
01	0021	0121	1211****	F
*01	0021	0121	1022****	Z

\*\*\*\* represents a valid year for the data.

## **STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES**

### **DISTRICT RESPONSIBILITY**

The district must review the Student, Weapon Use and Weapon, Description codes and correct the one that is in error by submitting a change to the incorrect record.

## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES



**38. If the Disciplinary/Referral Action code is U, then there must be a matching Exceptional Student record with**

- Exceptionality, Primary not equal to L or with Exceptionality, Primary = L (Gifted) and Exceptionality, Other not equal to Z, and
- an Exceptional Student, Dismissal Date of zero or an Exceptional Student, Dismissal Date that is greater than (after) the Incident Date, and
- an Exceptional Student, Plan Date that is less than or equal to the Incident Date.

The match should be done on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year matched to Year. – state validation-

### EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Disciplinary/Referral Action Code is U and the student is not a student with a disability (exceptionality code other than L).

#### *Student Discipline/Referral Action Records*

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Survey Period
36	123456789X	U	5
* 36	223456780X	U	5

#### *Exceptional Student Records*

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other	Survey Period Code
36	123456789X	J	Z	5
* 36	223456780X	L	Z	5

### DISTRICT RESPONSIBILITY

The district should review the Disciplinary/Referral Action code, the Exceptionality, Primary and the Exceptionality, Other and correct the item that is in error.

## STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

- ➔ **39. If the Discipline/Referral Action Code is U, then one of the following must be true:**
- a. Student, Use of Drugs must be Y; or
  - b. Student, Weapon Use must be Y; or
  - c. there is a matching School Environmental Safety Incident Report (SESIR) record with an Incident, Injury-Related code of A or B.

The records should match on District Number, Current Enrollment on the Student Discipline Referral Action (SDRA) record and District Number, Reporting District on the SESIR record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation-

### EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because the Discipline/Referral Action Code is U and none of the three conditions are true. The Student, Use of Drugs code is not Y. The Student, Weapon Use code is not Y. The Incident, Injury-Related code is not A or B on the matching School Environmental Safety Incident Report record.

#### *Student Discipline Referral Action Records*

District Number, Current Enrollment	School Number Where Discipline/Referral Action Occurred	Incident, Identifier	Incident, Date	Discipline/Referral Action Code	Student, Use of Drugs	Student, Weapon Use
01	0021	0121	1211****	U	Y	N
* 01	0021	0325	1022****	U	N	N

#### *School Environmental Safety Incident Report Records*

District Number, Current Enrollment	School Number Where Incident Occurred	Incident, Identifier	Incident, Date	Incident, Injury-Related
01	0021	0121	1211****	Z
* 01	0021	0325	1022****	Z

\*\*\*\* represents a valid year for the data.

## **STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES**

### **DISTRICT RESPONSIBILITY**

The district must review the Discipline/Referral Action Code; Student, Use of Drugs code; Student, Weapon Use code and the Incident, Injury-Related code and correct the one that is in error by submitting a change to the incorrect record.

## STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

40. If the Disciplinary/Referral Action code is F or P, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. –exception report-

### EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	P	050
*36	22345678X	P	365
36	47654321X	F	210

### DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.

## STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

41. If the Disciplinary/Referral Action code is E, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. –exception report-

### EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	E	050
*36	22345678X	E	365
36	47654321X	E	210

### DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.



## STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

42. If Grade Level is KG-12, the student must be at least 5 years old on or before September 1 of the school year being reported. -exception report-

Note: Students who transfer to Florida from states with different minimum starting ages are accepted into the grade into which they are transferring.

### EXAMPLE

The record listed below would cause a message to be generated because Grade Level is KG and age is less than 5.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Birth Date
➔ * 0123456789	1011	2	KG	02192009

### DISTRICT RESPONSIBILITY

➔ The district should verify the Birth Date and Grade Level and correct one of these if there is an error.

**STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT**

43. There must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 2 and 3, age will be determined as of Date Certain of the survey period. For Survey Period 5, age will be determined as of June 30. –exception report-

Grade Level	Age
2 -----	not equal to 5
3 -----	not equal to 5 or 6
4 -----	not equal to 5 - 7
5 -----	not equal to 5 - 8
6 -----	not equal to 5 - 9
7 -----	not equal to 5 – 10
8 -----	not equal to 5 – 11
9 -----	not equal to 5 – 12
10 -----	not equal to 5 – 13
11 -----	not equal to 5 – 14
12 -----	not equal to 5 - 15

**EXAMPLE**

The records below which are marked with an asterisk would cause an error message to be generated because of the invalid association between the Grade Level of the student and the student's Birth Date.

Student Number Identifier, Florida	Year	Grade Level	Birth Date
* 123456789X	0405	05	10221997
* 123456788X	0405	08	05061994
123456786X	0405	10	06021989
123456785X	0405	12	12021987

**DISTRICT RESPONSIBILITY**

The district should verify the Grade Level and Birth Date and correct if in error.

## STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

44. If Survey Period Code is equal to 5, and Disciplinary/Referral Action code is H, then there must be a matching Student Discipline/Referral Action record with code E, F, or P. The match should be done using District Number, Current Enrollment; Student Number Identifier, Florida; School Number, Where Discipline/Referral Action Occurred; Incident, Identifier, Survey Period Code; Incident Date; and School Year. –exception report-

### EXAMPLE

The first set of records listed below would meet the criterion specified in the edit above. The second set of records would cause a message to be generated because the Disciplinary/Referral Action Code of H does not have a matching record with a Disciplinary/Referral Action Code of E, F, or P.

Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Incident Identifier
012345677X	E	12345678
* 012345677X	H	12345678

Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Incident Identifier
*012345678X	H	23456781
* 012345678X	U	23456781

### DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code of H and correct it if it is in error. If it is not in error, the district should submit a matching record with a Disciplinary/Referral Action Code of E, F or P, if appropriate.

## STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

45 If Survey = 5 and if the Disciplinary/Referral Action code is E, then the Withdrawal Reason on the Student End of Year Status record must = W21.

The records should be matched on the following items: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year –exception report-

### EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Disciplinary/Referral Action Code = E, the Survey Period = 5, but the Withdrawal Reason does not equal W21.

#### *Student Discipline/Referral Action*

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Survey Period
36	123456789X	E	5
* 36	223456780X	E	5

#### *Student End of Year Status*

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Reason	Survey Period
36	123456789X	W21	5
* 36	223456780X	W03	5

### DISTRICT RESPONSIBILITY

The district should review the Disciplinary/Referral Action code and the Withdrawal Reason code and, if one is found to be in error, revise the incorrect code.

## **STUDENT DISCIPLINE/REFERRAL ACTION - AGGREGATE EXCEPTION REPORTS**

**60. If Survey Period is 5, for each district there must be at least one record with a Disciplinary/Referral Action Code of E or F (expelled from school with or without services). –aggregate exception edit-**

**Note:** An error message will be printed on the exception report for districts that do not meet the aggregate exception edit above.

### **EXAMPLE**

There are no records for District 01 (Alachua) with a Disciplinary/Referral Action code of E or F in Survey Period 5 on the Student Data Base Student Discipline/Referral Action table. It is expected that the district will have at least one incidence of a student being expelled during the school year.

An aggregate edit error message is generated for District 01 on the exception report indicating that the district failed this aggregate exception edit.

### **DISTRICT RESPONSIBILITY**

The district must review official expulsion records for the year and submit any missing Student Discipline/Referral Action records.